

QBO Reconcile

Last Modified 5/14/2017

Author: Victoria Cameron

Step	Description	Resource
■ Navigate to Reconcile	QBO > Gear Icon > Tools > Reconcile	<i>Link to Procedure "QBO Reconcile"</i>
■ Select account		
■ Verify beginning balance	If the Beginning balance doesn't match the bank statement's beginning balance, use the Library Procedure linked at right to troubleshoot.	<i>Link to Procedure "QBO Reconcile - Troubleshoot Beginning Balance"</i>
■ Enter statement info	Ending date & ending balance, interest earned, bank fees, finance charges	
■ Start reconciling	Click button to begin reconciliation	
■ Check off deposits		
■ Check off withdrawals		
■ Verify zero difference	Troubleshoot reconciling items, as needed	<i>Link to Procedure "QBO Reconcile - Troubleshoot Reconciling Items"</i>
■ Investigate unchecked items	Research whether open items should clear in the future, or whether adjustments needed	
■ Finish Now	Click button to finish reconciliation	
■ Save report	QBO > Reconcile > Reconciliation History: click row for reconciliation you just finished, print to PDF	

